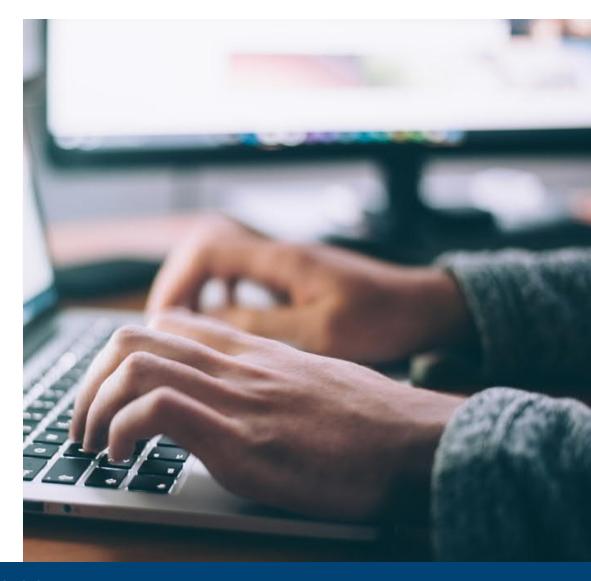
North Carolina Immunization Registry (NCIR)

Adding New Clients

User Guide

Last Updated: September 30, 2021





NCDHHS COVID-19 Response

## Steps for Searching for Clients



#### Step 1 of 5: Confirm New Client

In order to add a new client into the NCIR, you must first search for the client.

If you have conducted a client search and you receive the following message: "no clients were found for the requested search criteria", your client is not located in the system.

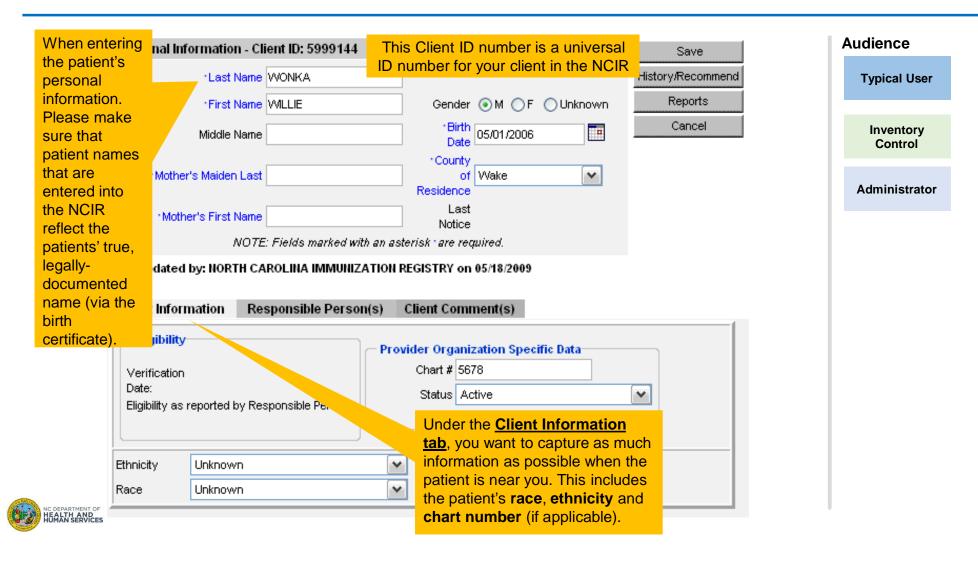
You can add the patient into the NCIR by selecting Add This Client.







#### Step 2 of 5: Complete Personal and Client Information



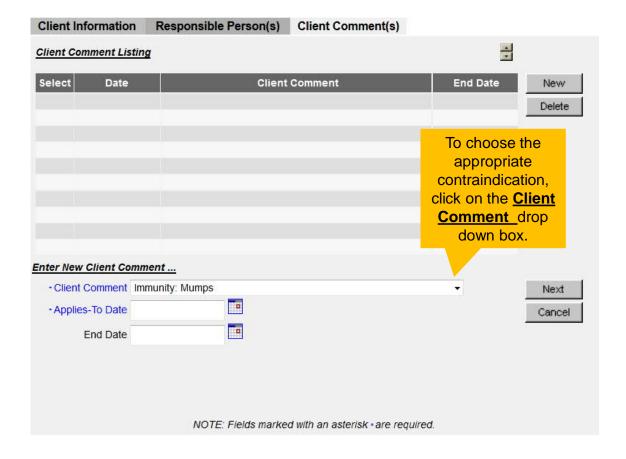
#### Step 3 of 5: Complete Responsible Person(s) Information

NOTE: Fields marked with an asterisk are required.

Under the Responsible Person (s) tab there is room for up to hold 4 responsible parties for the **Audience** patient. **Typical User** You must have at least 1 person entered for the patient. **Client Information** Responsible Person(s) Client Comment(s) Inventory Control Enter all of the required Relationship Notices Primary City rst Name information, including: first and New last name, relation, telephone, Select the New button Administrator Copy street address,, city and state. to document a responsible person. Delete Enter New Responsible Person .. Last Name Barwell Street Address 5601 Six Forks Road Next Cancel First Name Samantha Other Address Middle Name P.O. Box It is important to · Relation Mother · City Raleigh document the language for the patient's family. ·Zip 27610 Telephone 919 - 123 - 4567 ·State NC ▼ Extension Language ENGLISH E-Mail Notices? Primary? V

### Step 4 of 5: Complete Client Comment(s) Tab

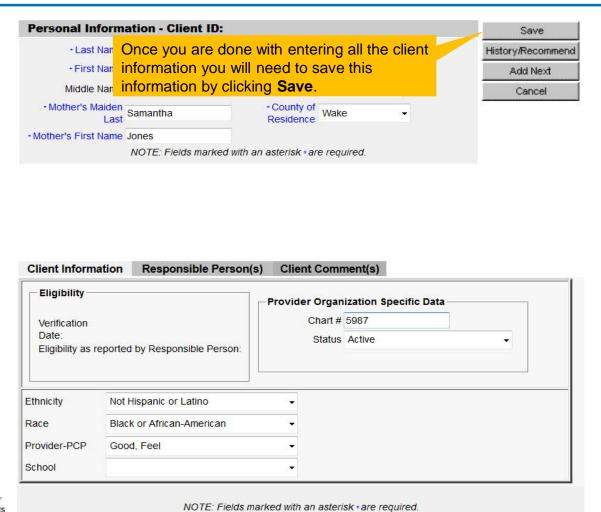
Under the Client Comment(s) tab, there is a list of contraindications, refusals and religious exemptions approved by the CDC.







### Step 5 of 5: Save the Client Information





Where to Go for More Help?





#### **Contact your Regional Immunization Program Consultant (RIC)**

The RIC Coverage Map with contact information is located on the Immunization Branch website:

https://www.immunize.nc.gov/contacts.htm

#### **NC Vaccines Help Desk**

1-877-873-6247

(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)

https://ncgov.servicenowservices.com/csm\_vaccine?id=immunizations&sys\_id=69f035b11b037c9099510f6fe54bcbee



# Appendix



## **NCIR** Roles

NCIR Role	Role Definition	Corollary Role in CVMS
Reports Only	This person in NCIR is only able to search for clients and view/print client specific records.	N/A
Typical User	Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.	Healthcare Provider
Inventory Control	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A
Administrator	Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.	Location Manager

